

FIRST MEETING MINUTES

This event is for filing 341(a) Meeting minutes on a case by case basis. Use the event **Trustee's 341 Filings** for filing minutes in batch.

- STEP 1** Choose **Bankruptcy** from main menu
- STEP 2** Choose **Trustee Events** category
- STEP 3** Enter case number; click [NEXT]
- STEP 4** Select **First Meeting Minutes**; click [NEXT]
- STEP 5** **Select the Party** screen displays. Highlight your name; click [NEXT].
- STEP 6** Click [NEXT] to skip the screen "The following attorney/party associations do not exist for this case. Please check which associations should be created for this case". **Do not place a check mark in the box.**
- STEP 7** Terminate deadlines screen will appear. Place a check in the box to terminate the 341 Meeting date; click [NEXT]
- STEP 8** Confirm case name and case number; click [NEXT].
- STEP 9** Docket text appears; review for accuracy, modify if appropriate; click [NEXT]
-  *TIP - Text of docket entry cannot be modified from this screen; if modification is necessary use [BACK] button on your browser. **THIS IS THE ONLY OPPORTUNITY TO MODIFY INFORMATION OR ABORT TRANSACTION.***

SAMPLE DOCKET TEXT

First Meeting Minutes filed by Trudy Trustee. (Trustee, Trudy)

STEP 10 **Notice of Electronic Filing** displays